

# Washington State Process Server Registration



Records and Licensing Services Division  
**Business License Section**  
500 Fourth Avenue, Room 403  
Seattle, WA 98104-2396  
**206-296-2710**

## LICENSING USE ONLY

License Registration No.	
Date Paid	
Receipt No.	
Fee \$10.00 <input type="checkbox"/> Cash <input type="checkbox"/> Check	
Date Issued	
Registration Expires	

## LICENSING USE ONLY – CHECK ONE

☐ New Applicant ☐ Renewal ☐ Change of Information

I am over 18 years of age and am competent to be a witness in a court proceeding. I hereby request to be registered as a process server in King County, Washington.

Legal Name (First, Middle, Last)	
Birth Date	Unified Business Identifier (UBI #)
Business Name	
Business Address (Street Address)	
Mailing Address (Street Address)	
Business Telephone with Area Code	Self Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No

I understand that I am required by law to **RENEW** the registration within **ONE YEAR** of the initial registration and annually thereafter, or when any of the information given above has changed. I further understand that if the renewal is required because of a change in my identifying information, I must renew the registration within **TEN (10)** days of the date in which the identifying information changes.

I declare under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct, and that I am a resident of the State of Washington and that I either reside in or operate my principle place of business in this county.

Signed at \_\_\_\_\_, on \_\_\_\_\_  
(City and State) (Date)

Signature \_\_\_\_\_

**PLEASE TURN FORM OVER TO COMPLETE**

License Registration # \_\_\_\_\_

Social Security Number	____ - ____ - _____
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(Collection of social security numbers is required by RCW 26.23.140 as part of the application process for professional licenses. Under RCW 26.23.150, disclosure of social security numbers is prohibited except as required by state or federal law.)